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PAYMENT SERVICES USER MANUAL

SCHEDULING A RECURRING PAYMENT

INTRODUCTION

Recurring Payments does not *automatically* send transactions to STARS for payments on scheduled dates. On a regular basis, users must log on to Payment Services and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

After a payment template has been saved, it is ready to be scheduled for payment. The **Schedule** screen is divided into two sections: **Templates Pending thru** and **Scheduled Payments**.

Schedule					
Templates Pending thru					
Next 7 Days					
Run Date	Name	Template Description			
Edit	Schedule	Skip	03/08/2008	Plant Care	indoor plant watering
Edit	Schedule	Skip	03/17/2008	Transportation	transportation

Scheduled Payments					
Payment Date	Name	Description	Status	Created by	
Approve 03/01/2008	Internet	Qwest Internet Service	Awaiting Accts Payable	JAMES CARTER (02/29/2008)	
Approve 03/01/2008	EEJournal	Engineering Journal	Awaiting Release to Star	JAMES CARTER (02/29/2008)	
Approve 03/18/2008	Verizon	cell phone service	Awaiting Accts Payable	JAMES CARTER (03/20/2008)	

TEMPLATES PENDING THRU

The **Templates Pending thru** section displays templates with a date range that falls within the time period selected (by default this is "Next 7 Days"). If you do not see a template that you expect to see, select a time period from the drop down menu to include a wider date range. NOTE: Templates have been saved but do not have any line items added will not be displayed. Other information shown includes:

- **Run Date.** The next date that the template is ready to be scheduled or run.
- **Name.** The name of the template.
- **Description.** The description of the template.

TO SCHEDULE A PAYMENT

1. Click the **Schedule** tab.
2. Click **Schedule** next to a template in the **Templates Pending thru** section. (If you do not see a template that you expect to see, select a different time period from the **Templates Pending thru** drop-down menu.)

Templates Pending thru Next Month

		Run Date	Name	Template Description	
Edit	Schedule	Skip	02/01/2007	Utility Bills	Gas, Water
Edit	Schedule	Skip	03/01/2008	Fuel	Fuel for cars
Edit	Schedule	Skip	03/01/2008	Travel	Monthly travel expense

Scheduled Payments

	Payment Date	Name	Description	Status
Select	12/01/2006	Utility Bills	Gas, Water	Awaiting Authorization
Select	02/25/2008	Plant Watering		Awaiting Authorization

3. Click **OK** on the confirmation dialog box and the template will become a scheduled payment in the **Scheduled Payments** section. The payment is then ready to have the fiscal coding entered and costs distributed, if necessary, and then to be approved and released for payment.

TO SKIP A PAYMENT

The **Run Date** of each pending template indicates the date is ready to be scheduled or run. If no action is taken, this date will not change.

Click **Skip** to skip scheduling a payment. Click **OK** when prompted. The next available **Run Date** will be displayed.

TO MAKE CHANGES TO A TEMPLATE PENDING

Click **Edit** to edit a template. The template will open on the **Template** screen and you can change the vendor, description, amount, etc., and save it.

SCHEDULED PAYMENTS

A list of scheduled payments is displayed in the Scheduled Payments section along with the following information:

- **Payment Date** indicates the scheduled payment. If the final approver changes the payment date, this will be updated accordingly.
- **Name.** The name of the template.
- **Description.** Description of the payment.

- **Status.** Indicates if the scheduled payment is awaiting an approval, awaiting authorization, if cost distribution is in progress, or if it has been released to STARS for payment.
- **Created by.** The person who created the template and the date they saved it.

Scheduled Payments					
	Payment Date	Name	Description	Status	Created by
Select	03/01/2008	Travel	Monthly travel expense	Cost Distribution in Progress	JAMES CARTER (02/29/2008)
Approve	04/01/2008	Utility Bills	Gas, Water	Awaiting Fiscal	JAMES CARTER (03/20/2008)
Approve	04/01/2008	Utilities	utilities bills	Released	JAMES CARTER (03/21/2008)
Select	05/01/2008	Fuel	Fuel for cars	Awaiting Authorization	JAMES CARTER (03/20/2008)

TO OPEN A SCHEDULED PAYMENT FOR DISTRIBUTION OR APPROVAL

Once the payment is scheduled, click the link next to a payment to open it in either the **Distribute** or **Approval** screen, depending on the status of the payment.

- Click the **Select** or **Approve** link next to a payment and complete the fiscal coding and distribution – this will authorize the payment. See the Fiscal Coding and Cost Distribution of a Recurring Payment document for details.
- Click the **Approve** link next to a payment to open the payment on the Approval screen. Your Payment Service administrator assigns users to the approval levels needed by the agency. The administrator also defines the number of approval levels and the names of the approval levels. The names of the approval levels appear in the **Status** column, on the approval buttons on the **Approval** screen, and on reports. The final approver can change the **Payment Date** if needed. See the Approving a Recurring Payment document for details.